

Intercollegiate Bureau of Occupations

1917

December 4th, 1917.

Miss Emilie Hutchinson, Manager,
Intercollegiate Bureau of Occupations,
19 West 44th Street,
New York.

Dear Madam:-

We have an opening here for a Library Assistant. The salary is fifteen dollars a week. A long experience is not necessary, but a knowledge of French and German or another language in place of either is desirable. If you know of any one who might meet our needs, will you kindly telephone me to-morrow morning before eleven. (Phone number Audubon 2484).

Thanking you in anticipation, I am,

Yours very truly,

Secretary.



INTERCOLLEGIATE BUREAU OF OCCUPATIONS
(Agency)

19 West 44th Street — New York

TELEPHONE MURRAY HILL 2857

Interviewing Hours: 9 A.M. to 1 P.M.

December 6th, 1917.

Mr. Sydney P. Noe,
The American Numismatic Socy.,
Broadway & 156th St., City.

My dear Mr. Noe:

Miss Hutchinson has referred your letter of December
4th to me.

I regret that we do not know of anyone who has had
library training who is available for an assistant's position
at \$15 a week.

I will gladly keep this position in mind, if you wish,
and let you if we have candidates to recommend.

Very truly yours,

Paul Warner
Placement Secretary.

RW:W

December 7th, 1917.

Intercollegiate Bureau of Occupations,
19 West 44th Street,
New York.

Attention of Miss Warner.

Dear Miss Warner:-

I have your letter of the 6th - thank you very much. I beg to advise that the position has, since writing you, been filled satisfactorily.

Yours very truly,

Secretary.